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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Technical Review and Policy Staff, LO DATE: 10 February 1955

FROM : Chief, Administrative Staff, LO

SUBJECT: Weekly Activity Report

1. GENERALa. Agency Regulations (continued item)

First draft of proposed Regulation [REDACTED] Replacement Standards, has been reviewed by this Staff and Technical Review and Policy Staff. Transportation Division was requested on 9 February to effect working level coordination.

STATINTL

b. Logistics Office Notices and Instructions (continued item)

No items to report.

2. PROJECTS AND STUDIES IN PROCESSa. Career Management Records (new and continued item)

good

This Staff is in the process of developing a system and procedure, as well as files and records, designed to facilitate the administration of the LO Career Management Program. A memorandum has been prepared for the signature of the Chief of Logistics, to the Assistant Director for Personnel, requesting that the Personnel and Training Branch, Administrative Staff, be placed on the mailing list to receive T/O information concerning LO positions appearing on DD/P Tables of Organization.

b. Records Survey (continued item)

Nothing to report.

c. Establishment of Unvouchered Allotment Account for Unvouchered Headquarters Transportation Charges (continued item)

Nothing to report.

d. Assignment of Responsibility to Logistics Office for Initial Distribution of Agency Regulatory Issuances (continued item)

Nothing to report.

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e. Management Survey, Mail and Courier Branch (continued item)

OCI's comments on the staff study recommending an increase in the Mail and Courier Branch were received by the Management Staff on 8 February. It is expected that the Management Staff will complete its review of this study and forward it through this Office to the DD/S within the next week.

f. LO Requirements for Printing and Reproduction Facilities for the Disaster Plan (new and continued item)

Logistics Office requirements for printing and reproduction facilities for a 90-day interim period under the Disaster Plan are being compiled.

g. Survey on Inventory of Armed Services Training Facilities (previously reported under 3.a.(5)) (continued item)

This survey is being conducted on a continuing basis. OTR is currently looking into the possibility of obtaining a quota for this Agency at the Army Supply Management Course at Fort Lee, Virginia.

3. OTHER ITEMS OF INTEREST

a. Personnel and Training (continued item)

(1) Personnel Report (continued item)

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✓



(2) Logistics Support Course (continued item) (previously reported under 2.a.)

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The sixth Logistics Support Course is scheduled to begin on 14 February 1955. The Training Officer is visiting [REDACTED] this week to make preliminary arrangements for the field phase of the program.

(3) Special Covert Training (new and continued item)

Three Logistics personnel are beginning this week a special ten-day training program in the handling of operational equipment [REDACTED]

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(4) Logistics Lecture (new and completed item)

This week the LO Training Officer delivered a lecture on "Logistics Support of Clandestine Operations" in the Support Phase of the Clandestine Operations Course.

(5) Training Coordinators Meeting (new and completed item)

The monthly Logistics Training Coordinators meeting was held on 7 February 1955. Coordinators were asked to submit Training requirements for their respective divisions to the Training Officer not later than 4 March 1955. The use of the new Agency Training Catalogue was explained and discussed.

(6) Internal Training in Progress (new and completed item)

(a) Three professional employees are enrolled in the BOC, beginning this week.

(b) Three clerical employees are enrolled in the Clerical Refresher Course.

(c) [REDACTED] Career Development Trainee, completes his initial orientation to Logistics this week.

b. Request for Construction (continued item)

Nothing to report.

c. Review of Vital Document Inventory (new and completed item)

A review has been made of a machine tabulated inventory of Logistics Office Documents in the vital repository, dated 31 December 1954. A memorandum has been forwarded authorizing withdrawal and destruction of non-current documents.

d. Mail and Courier Activities (continued item)

(1) Mail Activities

Increase or decrease
over previous report

Post Office Mail

Incoming	4,865	✓ 262
Outgoing	<u>6,402</u>	- 615
	11,267	- 353

Postage Expended	\$977.95	✓ \$229.01
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(2) Courier Activities

Scheduled Courier Trips	302	/	2
Special Courier Trips	116	/	26
Inter-Agency Mail by Courier			
Incoming	1,693	-	264
Outgoing	<u>2,266</u>	-	752
	3,959	-	1,016

e. Conversion of LO Chauffeurs from CPC to WB (continued item)
(previously reported under 2.f.)

A memorandum developed by the Classification and Wage Division, Personnel Office, pertaining to the proposed conversion of LO chauffeurs from CPC to WB has been transmitted to the Chief, Transportation Division, for review and comment.

f. Transfer of Building Supply Section to Storage Operations Branch (new and completed item)

A memorandum has been forwarded to the Management Staff, in accordance with the request of the Chief, Supply Division, recommending that the Building Supply Section of the [REDACTED] Depot be transferred to the Storage Operations Branch, Supply Division, without changing T/O and functions.

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4. SPECIAL PROBLEMS

Nothing to report.

5. MAJOR OBJECTIVES

a. Career Service Program

(This item is discontinued under "Major Objectives". Future items of interest will be reported under appropriate numbered heading).

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b. Freight Elevator at [REDACTED] Building (continued item)

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